



Preventive Measures on Covid 19: Checklist for Secretaries and Officials of Local Governments

KERALA INSTITUTE OF LOCAL ADMINISTRATION



The Aim :

- **Covid Free Kerala**
- **Breaking the chain of spreading Covid - Break the Chain**
- **Reduce the severity of affecting Covid - Crush the Curve**



Sub-goals:

- ✓ **Will not allow my Municipality/Grama Panchayat to be dominated by Covid.**
 - * Reduce the death rate due to Covid, to the maximum extent possible
 - * Detect and eliminate the possibility of Covid spread
- ✓ **Organise preventive measures by coordinating all departments and sections**
- ✓ **Excel the activities through daily monitoring**
- ✓ **Ensure the necessary health care and support systems for all patients in my area.**
- ✓ **Ensure that vaccine is available to all those who are eligible**
- ✓ **Ensure that no diseases spread due to lack of waste management.**
- ✓ **Ensure that no one in our area remains hungry due to lack of food.**

Covid Prevention Measures:



Local Government Level Management

- a) Local Self Government Office based War Room**
 - Set up Panchayat/ Municipality level War Room.**
 - Responsibility Mapping of Officials and Performance Review.**
 - At the ward level, the Covid Defense Team will always be equipped to function.**
- b) 24 hour help desk system & helpline numbers**
- c) Activation of existing committees for Covid prevention - Ward Level Sanitation and Health Committees, Ward Level Monitoring Committees, RRTs and Management Committees of DCCs / CFLTCs and ensuring their regular meetings.**



Covid Prevention Measures cont.

- d) Daily online Monitoring - Morning and evening**
- e) Organizing the activities on the formation of community groups**
- f) Coordinating and supporting the activities of the Police, Revenue, Disaster Management Authority, Government's Specially Assigned Officers and Volunteers.**
- g) Measures for maintaining accurate records of expenses incurred on Covid and for timely receipt of reimbursement amount from various agencies.**



Activities to undertake / Information to know (checklist)

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1. Therapeutic related

- a. Current active cases**
- b. New cases today**
- c. Test positivity rate**
- d. Those admitted to the hospital**
- e. Death within 24 hours**
- f. Availability of Medicines/Oxygen**
- g. Pulse oximeter**
- h. Service of Medical Team – Leadership of PHC
Medical Officer (Telemedicine)**
- i. Follow-up treatment for those staying at home
with other serious illnesses**

2. Vaccine related



- a) Number of persons vaccinated**
- b) Number of persons not vaccinated**
- c) Arrangements for Registration**
- d) Space facilities at vaccination centers,
Arrangements to avoid congestion**



3. Quarantine related

- a) Finding space for CFLTC / SLTC / DCC**
- b) Home quarantine facilities in homes**
- c) Ensuring support services**
 - 1. Food and drinking water**
 - 2. Electricity**
 - 3. Psychological Support - Counseling**
 - 4. Special consideration for women – consider their needs including sanitary pads.**



4. Communication related

- a) Information on health amenities, health workers and volunteers; including their phone numbers.**
- b) Mechanism for disseminating information to the public on disease prevention measures - Break the chain, Back to the Basics, Crush the Curve.**
- c) Mechanism at the Local Government's Office for gathering and disseminating orders and instructions from the Chief Minister, Health Department, Disaster Management Authority and Local Self Government Department.**
- d) Informing the people about the helpline number of the Local Government.**



5. Legal Procedures (Enforcement) Related

- a) Ensure the compliance of government guidelines in the area of Local Government. For this, activate the officials entrusted by government.**
- b) Controlling the crowding in malls, shops, and markets in the local government area**
- c) Restricting participation in the places of weddings, deaths, political, social and religious gatherings and places of worship**
- d) Special restrictions to be imposed on the Containment Zones - What are the essential services prescribed by the Government.**



6. Logistics Related

- a) Beds available at the centers within the local government area**
- b) Bed availability centers at health centers outside the local government area**
- c) Ambulance/ Vehicle facility**
- d) Collecting emergency medical equipments including pulse oximeter with the help of the local community and making available in the wards.**
- e) Special interventions in the habitats of Scheduled Tribes, Scheduled Castes, Coastal People, and Plantation areas.**
- f) Providing food kits to deserving children through Anganwadi / School teachers**



7. Waste Management facility

- a) Waste management in DCCs and CFLTCs**
- b) Waste management in quarantined households**
- c) Ensuring door-to-door collection and processing by ensuring all safety arrangements**
- d) Prevention of contagious diseases by decontaminating public roads and water sources**



Note;-

This checklist may be subject to modification by the local self-governing institutions in accordance with the guidelines issued by the Government from time to time in relation to Covid prevention and in view of the local Covid situation.



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